

"Menominee – Where the best of Michigan begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, Michigan 49858-3000*

*Brian R. Bousley - County Administrator
Sherry DuPont - Administrative Assistant
Telephone: (906) 863-7779 or 863-9648
Fax: (906) 863-8839*

MENOMINEE COUNTY FINANCE COMMITTEE MEETING

~ A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: Monday ~ August 12, 2013
TIME: 9:00 AM
PLACE: Menominee County Courthouse ~ Administrative Office

*****AGENDA*****

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
July 9, 2013
6. Public Comment *(Statements, not debate; limited to 5 minutes per person on agenda items only)*
7. Business
 - a. FY 2012/13 – Budget Amendments #4
 - b. FY 2013/14 Budget ~ 3rd Draft
8. Public Comment *(limited to five minutes)*
9. Adjournment

*Bernie Lang Charlie Meintz - Chairperson Larry Schei - Vice Chairperson James Furlong
Doug Krienke John Nelson Chris Plutchak Gerald Piche Jan Hafeman*

Menominee County Finance Committee
Minutes of Meeting
July 9, 2013

*****Draft*****

The Finance Committee met on July 9, 2013 at 9:00 AM at the Menominee County Administrator's office. Due to public attendance, we moved this meeting to Courtroom B.

Present at the meeting were Com. Lang, Com. Nelson, Com. Schei, Com. Hafeman, Brian Bousley, & Sherry DuPont

Call Meeting to order: Chairperson Nelson called the meeting to order at 9:00 A.M.

Roll Call: Roll call was taken; all finance commissioners are present.

Agenda was approved by Com. Hafeman and supported by Com. Schei. Bousley adds one more budget amendment. The library received another anonymous donation for \$500.00. Moved by Hafeman to approve the agenda as amended, seconded by Schei. Motion approved 4/0

Previous Meeting minutes: June 24, 2013 – moved by Com. Hafeman and supported by Com. Lang to approve the minutes of the June 24th Finance Committee meeting. Motion approved 4/0

Public Comment: None

Business:

- a. **FY 2012/13 Budget Amendments #3:** Bousley addresses the amendments. Two \$500 donations to the library, MMRMA grant for Surveillance System (CH & Jail) \$40,000, and Money received from DocView that needs to be refunded due to it was supposed to pay out to Menominee WI, not MI. \$790. We have to refund DocView for this mistake. Consensus of the committee is to send these amendments to the County Board for approval.
- b. **FY 2013/2014 Budget 2nd draft:** Bousley: We currently have a balance of \$465,394. We're looking for \$750,000. Page 6, affordable care act has been postponed we have an additional \$20,000 there. Page 33, Household hazardous waste: this can be postponed for another year, that's \$18,000. Page 42, Road Patrol new line item there is MERS unfunded liability. They'll pay down through the RP millage, \$150,000 from there. Page 54, E911 MERS Unfunded liability, \$100,000 will fund theirs down as well. Because they're funded through the surcharge, they will pay it down through the surcharge. Discussion of the MERS actuarial valuation for 2012. We've gone further in debt...another \$500,000/\$600,000. By us paying down in some areas, it will be a start on cutting the gap. Nelson: What's our process now for switching from defined benefit to confined contribution? Bousley: We're making some progress there. Schei: I don't think the \$750,000 is going to be enough. Hafeman: I was looking at the \$750,000 that we want and the difference between 2011 & 2012 Actuarial values. We increased \$587,000, that's only \$163,000 we're paying down on the liability. Brian: No, that's on top of what we are already paying. Nelson: I'm not in favor to increase anyone's budget. Schei: MSU agreement. We haven't decided on an agreement yet, but you have \$30,000 here for this. We still need to budget this until the board makes a decision on something else. We need to lower all of the money we payout across the board, including MSU. If we need to cut, we

have to do this across the board, or it won't work. Lang: When we signed our last agreement with MSU, we seriously considered severing our relationship with MSU. 4-H was the reason why we kept the agreement. Has anyone thought about the possibility of walking away? Schei: I have. I thought that's where we were going. You're right, 4-H may need to be considered separately. Lang: We should be finding out from the Farmers. How much do they use the MSU today as compared to 10 years ago? Schei: I also have concerns across the board with appropriations. Nelson: Some departments have already made cuts. I've asked about cross coverage. I think it's clear that MERS isn't working out for us. Parks budget: parks in the northern part of the county fund their own parks. County funded library: in MQT they use a millage to fund their library. There's a significant cut in the County treasurer's budget, salaries. What is the difference? DuPont: Last year the part time person was included in the permanent salaries, this year we separated them. Nelson: I received contract info. from Sherry in ref. to the full time employees/hours 40 hrs. per week. But it doesn't say you have to have full time employees. The contract does not tie us to 40 hrs/wk. nowhere in the contract does it tie us to 40 hours/wk. unless I misread that. Brian: that was something that I was going to send to Stoker and get his legal opinion so we don't get into any trouble. Hafeman: Veteran's Service officer – A lot of the service officer can be done by telephone. Brian: He does have a lot of traffic come in. He goes to Hermansville once a month too. We see a lot of volume there. Hafeman: Could we share him with Delta? He's an excellent service officer, regardless of where he's at, he'll do a good job. Nelson: Building code, we're sharing Dan with Delta Co. He's full time there, and part time here. Schei: It's my understanding that Kandace does some of that job. Brian: that's something she's always done. Lang: Act 347, who is responding to this? Brian: Dan Menacher and the fees come to the county. Only Dan's hours have changed, nothing else. Nelson: Paving at the park. That was supposed to come out of this year's budget? Brian: It's out of the building fund...that comes from the general fund. Nelson: We can change that. What is the cost of that project? Brian: We're going with the crushed limestone for now, about \$3,500/4,000. Schei: I took a contractor out there and our recommendation was a couple of loads of pit run and limestone. It may need to be sealed. And possibly a concrete pad where the RV's park. Total appropriations...this is what we should be looking at, it's at \$336,000. Hafeman: I know the health department is doing more than their required services. Nelson: If we don't provide the appropriation, we have to provide the services. It's mandated (unfunded). Menominee Animal Shelter; we give them money AND we pay for services. They've asked for more each year. Look at going back to the original \$1,000. Schei: what is the contingency for? Brian: that's for emergency purposes "if needed" instead of going into the GF for more money. Hafeman: Another thing on there is DAV – That's federally funded through the state. Why are we paying for DAV if it's already funded? Lang: We're not required to pay for that. Commissioners are reminded that the request letters for appropriations are in the drop box on their ipads for their review. Nelson: Phase 2 of the airport project – it won't bring in any money, it'll be tax free. Brian: Yes, But it will bring jobs...and money spent in our county. Once phase 2 is complete, we'll know where we stand. Nelson: since MSU is here, we'll proceed and come back to the budget discussion, all commissioners agree. (10:00 am)

- c. **MSU memorandum of agreement – Dr. Thomas Coon, Director of MSU Extension;** - The first week in Nov. we (With Dr. Kostin, Dean) will be out in the UP. Dr. Coon speaks of the reductions with extension budgets. MOA with Menominee County. Agriculture has become very technological. Our experts need to be able to manage the programs. Specific agents work with specific areas. We created a pool of funds so the educators can where they're needed. The counties said they were interested in these areas the most. 4-H, agric., nutrition, community development; and are willing to provide office space, support staff, and operating costs. One half time 4-H coordinator is \$31,000. The

cost for the educators to travel to all counties is estimated at .30 per capita in the 2010 census for the educator. Warren Schauer will be located primarily in Menominee County. We'd like to add another educator, but to do that, we need space. What we have here is not adequate space. Schei: It's my recommendation, out of the money we were paying you, I would recommend a 25% reduction, which has nothing to do with 4-H. Hafeman: I agree, what we're paying for and what we're getting, is more than what we should be paying. Dr. Coon: you need to look at how many people are being served in Menominee County (level of involvement). Not if there's a full time educator in the county at all times. Bernie: How many people do we serve; I think the question is, how will you to provide a service to us? We have to spend our money in the most expeditious way, I'm not convinced MSU is the answer for us. Dr. Coon: The youth involved in 4-H in MI are twice as likely to go on for higher education. Doug Brahee will be putting together an annual report, a summary of the services provided within the past year. Nelson: Menominee County is the largest agriculture county. Dr. Coon: I think what we need to be accountable for is the amount of time spent for services, not the amount of time someone is sitting at a desk in Stephenson. Some services with us will be by webinar, or on the website, not always at the farm. Schei: Thank Dr. Coon for his presentation and answering our questions. Curran: County support staff for MSU, District 1. We've been without an educator for 27 months. We were fortunate that Dr. Erdman still did educating in Menominee County when he became a district coordinator. It's very hard to get educators set up to train in Menominee County. We need an Ag. agent in the county, not six hours away. We need an educator in our county. I couldn't get an educator from our own state for tree pruning education. I had to call Marinette to have one train in Menominee County. Dr. Coon: We lost 60% of our staff.

Back to the budget. Nelson: Road patrol cut (MERS unfunded), really isn't a cut. We're gonna be short in the RP budget. I don't think we should be paying for activities related to road patrol from the General Fund. Schei: I was expecting more cuts in this draft. Hafeman: I don't know if we need that much for an emergency...contingency fund. Bousley: That can be removed, no problem. Schei: We could look at deferring capital projects that aren't mandatory for another year till we see where we're gonna go with MERS. Hafeman: I agree to a point. We can't go across the board on this. Some is necessary, like computers. Bousley: We did cut out all of the capital outlay, with the exception of those needing new computers. Schei: We have to provide safety, so the security issues should still be in there.

Public Comment: Gary Anderson: One of the reasons why you're having problems is because of previous boards not doing their jobs. You're gonna have to cut programs. I think you have to make cuts across the board and have the departments come in to prove why they need what they requested. Airport has gone from \$125,000/year down to \$60,000/year. Behind the scene politics didn't allow us to provide a farming contract. I think the airport should be a fixed based operation. The airport should be self-sustained.

Commissioner Comment: Schei: Is it possible for the airport to become self-sufficient? I'm against spending any more money for development and/or studies until we see some concrete results. I stand firm on the MSU recommendation. Security is number one. You asked Brian for a list of mandated services. I haven't seen that yet. Nelson: I don't think we're there yet. Lang: Everything that we cut will have resistance. Hafeman: The airport should be self-funded. Maybe it's time to be turned over to a private airport. Or a co-operative airport owned by the people who are there. I'd like to see MSU extension provide better services in this area before we put any more money into it. Nelson: Library, we need to look at ways of funding things and what taxpayers are willing to fund. We're going in the right direction for the budget.

Adjournment: Moved by Com. Schei seconded by Com. Hafeman to adjourn at 10:58 A.M. Motion approved 4/0.

Budget amendment #4

22	7/17/2013	Hannahville 2% Grant - EM (Mobile Comm. Center Project)	\$ 8,000.00	101-000-441.04
			\$ 8,000.00	101-426-934.02
23	7/17/2013	Hannahville 2% Grant - EM (Amateur Radio Equipment)	\$ 765.00	101-000-441.04
			\$ 765.00	101-426-934.02
24	7/17/2013	Move Funds for Server Licenses (x120)	\$ 7,540.00	101-103-970.13
			\$ (7,540.00)	101-103-970.08
25	7/26/2013	HIDTA Reimbursement for drug related Road Patrol Overtime	\$ 1,500.00	205-000-677.00
			\$ 1,500.00	205-315-706.00
26	8/5/2013	Transfer Funds to Cover Carol & Mary's Vacation & Sick Time	\$ 23,000.00	101-215-704.00
			\$ (5,000.00)	101-215-705.00
			\$ (18,000.00)	101-215-78.01

#22

Menominee County

Request for Line Item Amendment

Budget

Budget Year: 2012-2013
~~2011-2012~~

Please Increase

Revenue/Expenditure Account

101-000-441.04

101-426-934.02

by

\$8,000.00

\$8,000.00

Hannahville Grant Expen

Emergency S
Hannahville Gra

Please Decrease

Revenue/Expenditure Account

by

Date of Request

7/17/2013

Justification

Hannahville 2% Grant -

Mobile Comm. Center project
w/Hannahville PD.

Requesting Department

Emergency Management

Selected Official/Dept. Head

Trina Rabida

Chief Fiscal Officer's Approval

Date Posted to General Ledger

Posted by:

2012 - 2013

BUDGET AMENDMENT
NUMBER #22
July 17, 2013

Re: Mobile Comm. Center Project (Hannahville 2% Grant)

Account Number	DESCRIPTION	Budget
101-000-441.04	Emergency Services Hannahville Grant	\$ 8,000.00
101-426-934.02	Hannahville Grant Expenditures	\$ 8,000.00

Menominee County

Request for ~~Line Item~~ Amendment
Budget

23

Budget Year:

~~2012-2013~~
2012-2013

Please Increase

Revenue/Expenditure Account

101-000-446.04
101-426-934.02

by

\$ 765.00
\$ 765.00

Please Decrease

Revenue/Expenditure Account

by

Date of Request

7/17/2013

Justification

Hannahville 2% grant - Amateur Radio Equip

Requesting Department

Emergency Management

Requested Official/Dept. Head

Trina Rabich

Chief Fiscal Officer's Approval

Date Posted to General Ledger

Posted by:

2012 - 2013

BUDGET AMENDMENT
NUMBER #24
July 17, 2013

Re: Move Funds from Digital Recording Equipment Account to Server Replacement

Account Number	DESCRIPTION		Budget
101-103-970.13	Server Replacement	\$	7,540.00
101-103-970.08	Digital Recording Equipment (courtroom)	\$	(7,540.00)

MS Windows Exchange Server Licences (x120) is part of the Server Replacement

U.E.S. Computers
 2035 Marinette Ave.
 www.uescomp.com
 Marinette, WI 54143-3864
 715-732-9103 Fax: 715-732-9107



Invoice #:	65121
Invoice Date:	7/12/2013
Page:	1
Customer #:	3304

Ship To:
 Menominee Cnty Admin. Office
 839 10th Ave.
 Menominee, MI 49858-3000
 USA

Bill To:
 Menominee Cnty Admin. Office
 839 10th Ave.
 Menominee, MI 49858-3000
 USA

Phone: 906-863-7779	Cust PO:	Terms: Net 30		
Reference: Exchange	Ship Via: UPS	Salesperson: SANDY		
Stock Code	Description	Quantity	Price	Extended
SL/GOV-XSVR2013CAL	Government Microsoft Windows Exchange Server Standard 2013 User Client Access License	120.00	58.25	6,990.00
SL/GOV-XSVR2013STD	Government Microsoft Windows Exchange Server Standard 2013 License, No Media	1.00	550.00	550.00

Installation and network configuration extra @ \$60/hr and will be billed separately on SO#38620

Sherry DuPont
 sdupont@menomineeco.com

101-103-970.13

SubTotal:		7,540.00
Tax:		0.00
Shipping:		0.00
Total:		7,540.00
Credit:	0.00	Cash: 0.00
		Check: 0.00
		Charge: 0.00
Debit:		0.00
Balance:		7,540.00

UES COMPUTERS IS NOT LIABLE FOR SOFTWARE PERFORMANCE OR INTEGRITY.
 All UES warranty repairs do not include same day service without additional charges
 Hardware is warranted for manufacturer defect ONLY (by manufacturer). Software is non-returnable. All used parts are AS IS.
 25% down on all special orders with no return. 15% return fee on all opened returns. 20% return fee on all lay-a-ways.

COPY

#25

Menominee County
Request for Budget Amendment

Budget Year: 2012/2013

Please Increase

Revenue/Expenditure Account 205-000-677.00 by \$1,500.00

Please Increase

Revenue/Expenditure Account 205-315-706.00 by \$1,500.00

Date of Request 7/26/2013

Justification Received HIDTA Reimbursement for drug related road patrol overtime

Requesting Department Sheriff

Elected Official/Dept. Head Kenny Marks *[Signature]*

Chief Fiscal Officer's Approval *[Signature]*

Date Posted to General Ledger _____

Posted by: _____

2012 - 2013

BUDGET AMENDMENT
NUMBER #25
July 26, 2013

Re: HIDTA Reimbursement for drug related road patrol overtime

Account Number	DESCRIPTION	Budget
205-000-677.00	Reimbursement	\$ 1,500.00
205-315-706.00	Overtime	\$ 1,500.00

Receipt # 0005654 on 5/31/13

Payment Receipt
MENOMINEE COUNTY

Receipt & Date

Receipt Number: 0005654

Transaction Date:

Payment Date: 5/31/2013

Payer Name

STATE OF MICHIGAN EFT

Code	Quantity	Description	Amount
20531570600	1	ROAD PATROL OVERTIME	\$1,500.00
Total Transaction:			\$1,500.00
Amount Received:			\$1,500.00
Change Returned:			\$0.00

Amount Tendered

Number *W*

EFT

Amount

\$1,500.00



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Wed May 29, 2013



View Payment Details

Review your payment details for the deposit date indicated.

Payee

Payee number: 2386005907
Payee name: COUNTY OF MENOMINEE
Financial Institution: STEPHENSON NATL BANK AND TRUST
Account Type: CHECKING ACCOUNT
Routing No: 075901011
Account No: 0410000624
Payment Details Delivery Method: Web

Transaction type	Amount	Date	EFT event key	Reason
Deposit	\$1,500.00	05/29/13	V 030 004138868 0001	

Invoice / Adjustment details

Payment Key : 000 062034427
Address : 831 TENTH AVE MENOMINEE MI 49858 USA
Mail Code: 033

Seq # / Invoice No.	Date	Amount	Agency	Description
1/05/20/13 REIMB		\$1,500.00	551 STATE POLICE (517)241-1574 FERRISK3@MICHIGAN.GOV	HIDTA M011-0829 2011-542-DHE-C Ref #: 551 W3211591 001 2013

ATT: MENOMINEE COUNTY SHERIFF DEPARTMENT
 MICHIGAN HIDTA PAYMENT - OVERTIME REIMBURSEMENT
 PER LETTER DATED 05/20/13 SUBMITTED TO MSP GLADSTONE POST

Subtotal: \$1,500.00

205-315-706.00 Per Carol Rye

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MENOMINEE COUNTY
REQUEST FOR BUDGET AMENDMENT

26

BUDGET YEAR: 2012-2013

Please Increase
Revenue/Expenditure Account 101-215-704.00 by \$ 23,000

Please Decrease
Revenue/Expenditure Account 101-215-705.00 by \$ 5,000
101-215-718.01 \$ 18,000

Date of Request: 8/5/13

Justification: Funds to cover Carol & Mary's Payouts

Requesting Department: County Clerk

Elected Official/Dept Head m kl

Chief Fiscal Officer's Approval Emr Boush

Date Posted to G/L _____

Posted by: _____

2012 - 2013

BUDGET AMENDMENT
NUMBER #26
July 26, 2013

Re: Transfer Funds to Cover Vacation & Sick Leave

Account Number	DESCRIPTION		Budget
101-215-704.00	Clerk - Salaries	\$	23,000.00
101-215-705.00	Clerk - Temporary Salaries	\$	(5,000.00)
101-215-718.01	Flat Rate Retirement	\$	(18,000.00)

Carol Johnson & Mary DePas
